

The INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



State Employees' Community Campaign Torchbearer Society Reception

During the 2002-2003 campaign, 69 state employees were members of the Torchbearer Society, a leadership-giving recognition program of the State Employees' Community Campaign (SECC). To be a member of the Torchbearer Society, employees must contribute \$1000 or more annually through the SECC.

There are three recognition levels in the Torchbearer Society based on the amount of your annual SECC contribution: Torch Lighters contribute \$1000 to \$1499 annually, Guiding Lights contribute \$1500 to \$2499 annually, and Shining Stars contribute \$2500 or more annually.

On August 5, 2003, members of the 2002-2003 Torchbearer Society were invited to a special recognition event at the Governor's temporary residence, the Harrison House. Members of the Torchbearer Society were personally recognized by the Governor and Mrs. O'Bannon for their generosity and their leadership during last year's SECC.

For more information regarding the Torchbearer Society, contact your agency's SECC Coordinator or Kristin Witherbee, Statewide SECC Coordinator at kwitherbee@spd.state.in.us or (317) 234-1407.



Governor Frank O'Bannon and First Lady Judy O'Bannon commended the 2002-2003 Torchbearer Society members for their generosity at the State Employees' Community Campaign (SECC) Torchbearer Society Reception held at the Harrison House, the Governor's temporary residence, on August 5, 2003.



Counter-clockwise from front center: First Lady Judy O'Bannon, Governor Frank O'Bannon, David Holtz, Diedre Arciniega-Holtz, Harold House, Jeff Sullivan, Craig Hartzer, Jon A. Eichelberg, Jeffrey Dearth, Tony Clapp, Ted Boehm, Adedayo Adeniyi, D. Sue Roberson, John E. Barksdale, John Boyce, Darren Laaser, David L. Tilton, James R. Crouse, Margaret Smith, David A. Ferguson, Pat Rios, Beth Compton, Jeff Myers.

Reporting of Arrests and Convictions Now Required

A new policy has been issued by the State Personnel Department. It requires state employees to report arrests and convictions within five (5) calendar days to their agencies' management. Management is then responsible for determining whether there is a nexus or connection that impacts upon state employment and whether further action is required. Further action can

include disciplinary action up to and including dismissal from state employment. Failure to comply with the reporting requirement within the time limit is also subject to disciplinary action. The standardized policy entitled "Arrests or Convictions" can be found on the State Personnel Department's web site at www.IN.gov/jobs.

State Employee Nights with the Indiana Pacers



Pacers Sports & Entertainment has chosen the following games as "State Employee Nights" with the Indiana Pacers:

Indiana Pacers vs. Cleveland Cavaliers
Friday, November 7, 2003 at 7:30 p.m.

Indiana Pacers vs. Minnesota Timberwolves
Tuesday, November 25, 2003 at 7:00 p.m.

Indiana Pacers vs. New Jersey Nets
Saturday, December 27, 2003 at 8:00 p.m.

To order tickets, follow the directions below:

Step 1 Visit <http://www.consecofieldhouse.com/group.asp>.

Step 2 Sign in (at the top of the page).

Step 3 Click on the State Employee Night you wish to attend.

Step 4 Enter our group ID: INSE

Step 5 Select your ticket price and quantity, and then follow the prompts.

Step 6 If you have any special requests (such as aisle or wheel chair seats), indicate this in the "comments" section.

Tickets are discounted \$3.00 for state employees and their friends and family. Please contact Tammy Bush of Pacers Sports & Entertainment at tbush@pacers.com or (317) 917-2824 with any questions or concerns.

Information Regarding Discounts for State Employees

Remember: Current State Employee Discount information can be found online at www.in.gov/jobs/special_projects/discount.html.

Please contact your Human Resources Office regarding other discounts. Many one-time or limited offers are sent to Human Resource Directors through e-mail. Most discounts and offers are also advertised in the Interchange, as long as they are received in time to print.

Any questions regarding State Employee Discounts should be directed to your agency's Human Resources Office.

Plain Talk Regarding Successful Investing

This Financial Planning Seminar, to be held on September 16, 2003, provides important information employees need to know about investing, tips for working with brokers and ideas for selecting investments. This seminar is for more experienced investors (it would rank as a three or four on a scale of five).

Are you making the right choices with your investments today? Many economists believe the market is ready to rebound, but contrarian experts claim that stocks are headed lower again. So which is it?

How do you decide where to invest?

Did you know that as much as 95% of professional money managers' success is due to asset allocation, not market timing?

Do you know how to choose a broker or financial advisor?

What is your "buy discipline"? How do you know when to sell?

Should international stocks be in your portfolio? Which ones?

If these questions concern you, or if you are looking for investment ideas, you should attend this seminar! Sessions will be held in IGC-South Conference Room B at 10:00 and 2:00 on Tuesday, September 16, 2003. If you are interested in attending this seminar, please sign up by contacting Diana Smith at (317) 233-3777 or dsmith@spd.state.in.us.

The Governor's Long Term Employee Reception

Employees who have worked for the State of Indiana for 35 years were recognized in a reception sponsored by the Office of the Governor and the State Personnel Department on Monday, August 25, 2003. A complete listing of those who were honored at the ceremony can be found at www.in.gov/jobs/special_projects. More information about the ceremony will be provided in the October issue of the Interchange.



Find this and past issues of
The Interchange
on the internet at:

<http://www.in.gov/jobs/theinterchange>



Your Voice:

A chance for State Employees to express their opinion about topics that directly affect them...

According to the Indiana Department of Health's website, "Unwashed or poorly washed hands are a very common way of spreading many diseases, such as: colds, flu, ear infections, strep throat, diarrhea, and other intestinal problems."

The knowledgeable agency thoroughly describes how to properly wash one's hands:

- Use hot or warm running water.
- Lather hands with soap (any kind).
- Rub hands together for at least 10 seconds.
- Wash the back of hands, between fingers, and under fingernails.
- Rinse with warm water
- Pat hands dry, beginning at the wrist and moving down.
- Turn off water, using a paper towel.

Unfortunately for state employees, our hands cannot be properly washed while at work. Many of the above directions are impossible in restrooms utilized by state employees each day. As we all know, there is no hot or warm water dispensed from the automatic faucets. Cold, colder, and freezing water are the only liquids running from the new, spontaneous fixtures. Rubbing one's hands together for at least 10 seconds, under progressively colder water, is painful. There is no warm water with which to rinse. There are no towels to pat hands dry.

This is hardly a prescription for sanitary work conditions or healthy employees.

I trust the advice of the Department of Health. It would be nice if state employees were able, while at work, to practice proper hand washing techniques.

Angela M. Gilliland
Indiana Office of Utility Consumer Counselor

Toilets with automatic flushes? What a revolutionary idea! Can't wait for the discovery of hot water!

Sheila Deaton
Department of Revenue

"Your Voice" is a column for state employees to express their opinions about state government, their jobs, the budget, or any work-related topic that directly affects them. Any allegation of misconduct, criminal activity, health and safety violations or harassment will be forwarded to the appropriate Agency for investigation. The Interchange staff will select two comments each month for publication. The column will not be used for political views.

Please submit your request(s) to:
The Interchange, State Personnel Department
402 West Washington Street, Room W161
Indianapolis, IN 46204
or online at <http://www.in.gov/jobs/theinterchange>.

If you have questions, please contact Kristin Witherbee at (317) 234-1407 or kwitherbee@spd.state.in.us.

2003-2004 State Employees' Community Campaign Kick Off and Charity Fair

This year's State Employees' Community Campaign (SECC) will kick off in the Government Center South Conference Rooms A, B, and C at 12:00 p.m. on September 9, 2003. The charity fair will immediately follow the kick off ceremony. All State Employees are invited to attend! Please come and share in the 2003-2004 State Employees' Community Campaign kick off and charity fair! There will be a drawing for a number of door

prizes, including tickets to a Colts home game!! Hope to see you there!

For more information on the SECC, please contact your agency's SECC coordinator, or call the State Personnel Department at (317) 232-0200. You may also contact Kristin Witherbee at: kwitherbee@spd.state.in.us

TRAINING PROGRAMS

October 2003

Date	Time	Class	Cost
1	9:00 - 12:00	Record Keeping Guidelines for Occupational Illnesses and Injuries (OSHA)	Free
2	9:00 - 4:30	Situational Leadership**	\$50
7	9:00 - 3:30	Conflict Resolution	Free
7	9:00 - 3:00	CLER:Managing People**	*See fee below
8	10:00 - 11:00	Ethics Orientation	Free
8	9:00 - 12:00	CLER:Selection & Interviewing**	*See fee below
8	1:00 - 4:00	CLER:Sexual Harassment for Mgrs**	*See fee below
14	9:00 - 4:00	CLER:Personnel Rules**	*See fee below
15	9:00 - 4:00	CLER:Union Settlements**	*See fee below
15	9:00 - 12:00	Selection & Interviewing	*See fee below
15	1:00 - 3:30	Hoosier S.T.A.R.T. "Are You Saving Enough?"	Free
16	9:00 - 12:00	Introduction to Spanish	Free
16	10:00 - 12:30	Ethics for Supervisors/Managers	Free
21	9:00 - 3:30	CLER:Performance Appraisals**	*See fee below
22	9:00 - 11:00	CLER:Administrative Investigations**	*See fee below
22	12:00 - 4:00	CLER:Progressive Discipline	*See fee below
23	8:30 - 4:30	Pre-Retirement Planning Seminar	Free
23	9:00 - 3:30	Performance Appraisal**	Free
28	9:00 - 4:00	CLER:ABC's of Discrimination**	*See fee below
29	9:00 - 1:00	CLER:Family Medical Leave**	*See fee below
30	9:00 - 4:00	Personnel Rules**	Free

NOTE: All classes will be held in the State Training Center except where noted.

"CLER" denotes training sessions of the Comprehensive Labor and Employee Relations (CLER) program.

Additional information about the CLER program is found as a separate heading on State Personnel's Training Home Page.

* \$25 is the cost of the CLER program** and is inclusive for the 10 courses in the CLER program.

**These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

Please visit <http://www.in.gov/jobs/training&development/0homepag.htm> to check for calendar updates before registering.

The Interchange



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Farewell to summer!

